

Chapter 6 - Business and Fiscal Affairs

AP 6625 College Fund-raising

Reference:

Penal Code Section 320.5

Any College employees or enrolled students who desire to conduct any type of fund-raising activity on campus involving College facilities, under the name of Mt. San Antonio College, or any official department, program, team, group, or organization of the College, shall follow the procedures and guidelines for approval, cash collection, and fiscal accountability, as established by Fiscal Services. Included will be the accountability for ticketed and fee-based events, direct donations, sales of tangible or consumable items, and approval of dispersal of funds. All fund-raising activities must have a clearly stated purpose that is directly related to the mission of Mt. San Antonio College.

External fund-raising efforts are those that target contributions or sponsorship from organizations, businesses, and individuals in the surrounding community that may or may not already have an ongoing relationship with the Foundation. All external fund-raising efforts must be approved in advance by the Mt. San Antonio College Foundation. Examples of external fund-raising include: requesting a large business enterprise in the local community to underwrite or provide a significant contribution to a department's fund-raising activity; or asking an established member of the community to provide funds, equipment or use of facilities to benefit a college team or club. Internal fund-raising efforts are those that focus only on raising funds from individuals directly related to the College, such as employees or students. Examples of internal fund-raising include: a bake sale to raise funds for a scholarship; or a silent auction to raise funds for a team or club.

Solicitation of major gifts, sponsorships, underwriting costs, property, major equipment, or in kind or direct financial contributions, shall first be coordinated with and approved by the Foundation in order to avoid conflict and duplication of fund-raising efforts, to provide continuity for supporting the fund-raising needs of the College, and to ensure proper acknowledgement and recordkeeping of gifts and contributions. Fund-raising activities and events must also meet legal and tax requirements as determined by federal and State government codes, laws, regulations, and Internal Revenue System regulations. Any single donation of \$250 or more meets the minimum reporting level required by the Internal Revenue Service and, therefore, must be processed through the Foundation. As appropriate, gifts, contributions, donations, and sponsorships will be acknowledged by the Foundation.

Fund-raising efforts proposed by the Associated Students, student clubs, or other groups of students must receive prior approval by the Vice President, Student Services, or designee. Fund-raising efforts by College departments, programs, teams, and other organized groups or individuals must receive prior approval from the appropriate Vice President, and the Foundation's Executive Director. Required approval for fund-raising efforts must be obtained at least ten days prior to the date of the event or activity.

All cash collections, item sales, admissions, and ticket sales must follow the established Fiscal Services guidelines and procedures and comply with applicable State and federal laws and regulations. Individuals, groups, departments, and programs are to be held fiscally accountable for ensuring that all laws, guidelines, regulations, policies, and procedures are followed and that all funds, expenditures, and contributions are accounted for, receipted, and deposited in a timely manner. All fund-raising events utilizing College facilities must comply with College policies and procedures related to Use of College Facilities (reference AP 6700). Those who fail to follow established procedures may face sanctions including the inability to conduct any other fund-raising events.

In California, raffles, drawings, or lotteries conducted by a public, non-profit organization that require a person to purchase a ticket or make a donation to be eligible to win something are illegal. Therefore, the College may not hold these types of activities at any time.

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